DDP/RMS-69/127
10 July 1969

MEMORANDUM FOR: Chairman, Records Management Board

SUBJECT   : Suggested Paragraphs for Quarterly Report

At your request I have redrafted the substance of Proposal Three of the last quarterly report. There is nothing very new in the redraft since it has been discussed at Board meetings. The suggested paragraphs follow:

1. There are no "cheap" solutions to the many Records Management problems which the Agency faces. Records Management must follow Management's lead. The DDS put the matter very succinctly in his memorandum of 21 June 1968 in which he discussed the Records Management Program. He stated that "The Program can only be more productive if Agency managers assume the responsibility to support it according to ███████ and "If there is a staffing mechanism to support management in making it work."   STATINTL

2. We think that the Agency's decentralized Records Management Program and the assignment of responsibility in ███████ are logical and proper. One significant paragraph of the Regulation states that the CIA Records Administration Officer will "review the Records Programs established in the various operating offices." It is, of course, implied that recommendations for the correction of deficiencies would follow and that innovations and experience would be transferred from one component to another.   STATINTL

3. To make the Records Management Program truly effective it is essential that Agency components be properly staffed with qualified officers. The first step in this connection should be the appointment of an officer at the super grade level to head the Agency Records Management Staff. This officer must have the complete support and confidence of Agency Management. His very first assignment should be a thorough study of Records Management staffing within the Agency, including that of the Agency Records Management Staff. It should be noted that in the Clandestine Service Records Management is not considered an administrative or support function.

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DDP, Records Management Staff